

Scheme of Service Specified Under Regulation 15 of the
Public Service Commission Regulations, 1967

Ministry: Housing, Lands and Town and Country Planning

Post: Housing Attendant

Salary: Rs 2,800 x 100 - 4,000 x 125 - 4,250 (MGG 10)

Effective Date: 22 February, 1996

Qualifications: Candidates should possess the Certificate of Primary Education.

Note:

For the first intake, priority of consideration will be given to persons who are performing the duties of the post.

Duties:

1. To be responsible for
 - (a) opening and closing of offices;
 - (b) cleaning premises;
 - (c) watching premises during business hours;
 - (d) running official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents;
 - (e) operating a telephone switchboard;

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CERTIFIED CORRECT

[Signature]
for Permanent Secretary

Date..... 22 FEB 1996

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- (f) answering calls or bells; and
- (g) operating the duplicating/
photocopying machines.

- 2. To perform such cognate duties as may
be assigned.



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[Signature]
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for Permanent Secretary

22 FEB 1996

Date.....